

# Angela Mayo

Bumpass, VA 23024

[budnt@aol.com](mailto:budnt@aol.com)

540-967-7425

To obtain a trainee position in Warehouse/Inventory Control Management

## Work Experience

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### **Auditor/Sorter**

Owens & Minor - Ashland, VA

June 2018 to Present

Verify correct count and material for orders

- Sort orders per shipping location
- QC orders for material condition and expiration dates
- Assist loading

### **Rural Carrier Associate**

UNITED STATES POSTAL SERVICE - Manakin Sabot, VA

May 2017 to June 2018

- Case mail for route delivery (currently trained in nine routes.)
- Load mail and deliver in timely manner for specified route.
- Assist clerk as needed.

### **Receiving/Forklift Driver**

Philip Morris RMC - Richmond, VA

April 2016 to May 2017

- Log incoming and outbound shipments.
- Unload/load trucks using forklift or motorized pallet jack.
- Prepare material for outgoing shipments.
- Assist in all other stockroom functions including receiving and issuing parts as needed.

### **Rural Carrier Associate**

UNITED STATES POSTAL SERVICE - Bumpass, VA

April 2015 to December 2016

- Case mail for route delivery.
- Load mail and deliver in timely manner for specified route.
- Assist clerk as needed

### **Stockroom Clerk**

April 2014 to April 2015

- Issue parts to PM production personnel and plant maintenance using SAP.
- Transport material using electric vehicles or forklift.
- Perform daily inventory counts.

## **Recycling Center Attendant**

COUNTY OF LOUISA - Louisa, VA

July 2013 to April 2014

- Assist residents in proper waste disposal.
- Operate compactor and other equipment as needed.
- Maintain site and general housekeeping duties as required.

## **Order Filler**

WALMART INC, Gordonsville Distribution Center - Gordonsville, VA

September 2011 to January 2012

Gordonsville, VA

Orderfiller 9/2011-1/2012

- Select products and load pallets for shipment.
- Perform general warehouse housekeeping duties.

## **Stockroom Clerk/Inventory Control**

POWER SYSTEMS & CONTROL - Richmond, VA

June 2004 to September 2005

- Maintain inventory for production and service.
- Process all shipping and receiving.
- Produce and log product ID labels.
- Assist Production as needed.

## **Driver/Material Handler**

GRAYBAR ELECTRIC COMPANY, INC - Richmond, VA

June 1998 to June 2004

- Load delivery vehicle, plan manifest, and deliver material to customers.
- Act as liaison between the sales rep and the customer.
- Attend to warehouse duties which include shipping, receiving, and cycle counting.
- Assist in the training of new employees.
- Assume management responsibilities during absences of the Warehouse Supervisor.

## **Supplemental Worker**

NORTH ANNA POWER STATION - Mineral, VA

March 1997 to June 1998

9/05-3/09

- DZ Atlantic- Material Expediter/Electrical Helper:  
assist site electricians with obtaining and staging material (9/05-4/06, 5/07-10/07, and 2/09-3/09)

## **Warehouse Custodian**

NORTH ANNA POWER STATION

March 1997 to June 1998

Bartlett Nuclear-Decontamination Technician:  
maintain radiological control areas on site (3/07-4/07)

## Education

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**Diploma**

LOUISA COUNTY HIGH SCHOOL - Mineral, VA

### Additional Information

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- Experienced in shipping, receiving, and cycle counting
- Trained in SAP, SBT, and Chameleon WMS
- Trained in various material movement equipment